

# EMPLOYMENT OPPORTUNITY

## **Financial Assistant**

Guaranteed Education Tuition Program

*Application review begins 6/09/2003*

### **Washington State Higher Education Coordinating Board**

The Higher Education Coordinating Board (HECB) is a ten-member citizen board that administers all of the state's student financial aid programs and makes recommendations to the Legislature and Governor on higher education policy. The Board assesses the state's higher education needs and recommends enrollments and other policies to meet those needs. The Board is charged by state law with representing the "broad public interest above the individual interest of individual colleges and universities." The HECB reviews the operating and capital budget requests of the state's public colleges and universities and recommends budget priorities to the Governor and Legislature. The Board also approves new degree programs offered by the public four-year schools and administers other higher education programs that serve the public.

### **Guaranteed Education Tuition Program**

The Higher Education Coordinating Board administers Washington State's prepaid college tuition program known as the Guaranteed Education Tuition (GET) program. The basic design of the program allows families to purchase tuition units now, for use at a later date. These funds are invested and the purchaser is guaranteed a return, which will cover tuition at some future date. Families have opened over 36,000 GET accounts. The Committee on Advanced Tuition Payment, commonly referred to as the GET Committee, governs the program. The Committee is composed of the Executive Director of the Higher Education Coordinating Board, the State Treasurer, the Director of the Office of Financial Management, and two citizen members.

### **The Position**

This position will provide assistance with the financial components of the program. The position reports to the GET Financial Manager.

The hours for this position are 8:00 AM to 5:00 PM. During peak periods, this position may require working hours outside the normal work schedule.

**Financial Duties:**

- Assist in processing and tracking vendor accounts payable; review invoices for payment;
- Process Automatic Checking Withdrawal, Credit Card Charge and Payroll Deduction requests as received.
- Process and post payments received through E-payment system.
- Communicate with customers regarding their accounts and the posting of payments received.
- Assist in maintaining accounts receivable records; post payments to customer accounts, clear suspense, and adjust accounts as necessary; prepare necessary correspondence to account holders for adjustments made to accounts;
- Assists current account holders with account servicing, including changes to their accounts, transfers and account conversions.
- Acts as a liaison between customers and Financial Manager, as directed.
- Interprets and applies knowledge of laws, regulations, and processes in the resolution of inquiries, complaints and problems.
- Reviews and researches file documentation to resolve customer-related complaints; advises customers of proper procedures involved in appealing program decisions.

**Other Duties:**

- Serves as back up to other GET staff as needed.
- During peak times, assists with other program needs including: data entry, answering phones, and clerical duties.
- Performs other duties as required.

**Knowledge and Abilities**

- Works effectively as a team member.
- Interacts harmoniously and productively with people within the immediate work unit and the entire HECB agency.
- Effectively prioritize tasks, estimate time frames, meet deadlines, plan and use available resources, and coordinate work assignments with others.
- Ability to work independently, use good judgment in evaluating and making decisions; communicate effectively and maintain courteous attitude toward public and employees.
- Knowledge of computer concepts, including MS Office products Word, Excel and Access.
- Knowledge of general accounting principals and procedures.
- Experience in SCT Banner and/or state financial reporting system (AFRS) a plus.

**Desirable Training and Skills**

- High school diploma, or GED certificate AND fifteen quarter hours or ten semester hours of college-level accounting or bookkeeping and one year of full-time experience in a fiscal capacity or equivalent including keyboarding experience or training.

- One year of experience providing assistance to clients/customers regarding inquiries, complaints or problems.
- Qualifying experience will substitute, year for year, for education. Education will substitute, year for year, for experience.

### **Salary and Benefits**

The salary for this position is \$2,500 to \$2,800, depending on experience and qualifications. Benefits include support for continued professional development, comprehensive health and insurance provisions, federal Social Security and state retirement contributions, vacation and sick leave.

### **How to Apply**

To be considered for this position you must meet the minimum qualifications and submit a complete application package, which must include the following:

1. **Letter of Application** Letter of application that **specifically** addresses how your background qualifies you to perform the responsibilities described in this announcement and how you meet the minimum and desired skills, abilities and training.
2. **Resume.** A current resume, including work experience, salary history and education.
3. **References.** Please include names, current addresses, and telephone numbers of three employment references.
4. **Affirmative Action Form (optional).**

Submit your complete application package to:

Kerri McConnell  
Administrative Assistant  
Washington State Higher Education Coordinating Board  
P. O. Box 43430  
Olympia, Washington 98504-3430

Applications may be submitted in electronic format to: [humanresources@hecb.wa.gov](mailto:humanresources@hecb.wa.gov), please type FA2 in the subject line.

### **Application Closing Date**

This position is opened until filled. Evaluation of resumes and expressions of interest will begin 06/09/2004, and will continue until the position is filled. Interviews will begin as soon as a pool of qualified applicants is identified.

### **Conditions Of Employment**

**Physical Work Environment:** Work is typically performed in an office setting. The ability to use a personal computer and to operate a motor vehicle is required. In compliance with the Immigration Reform and Control Act of 1986, proof of authorization to work in the United States will be required at the time of hire.

*The Higher Education Coordinating Board is an equal opportunity employer. The Board strongly encourages qualified men and women of all races, religions and ancestry; persons over forty; Vietnam era veterans and disabled veterans, and persons of disability to apply. We will provide assistance in the recruitment, application and selection process to applicants who request such assistance. Please contact the Human Resources Manager as early as possible regarding any assistance you may require*

# AFFIRMATIVE ACTION FORM

Washington State Agencies and Higher Education Institutions are required to report on the status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment, or later advancement in employment.

Name (Last, First, Middle Initial)	Social Security #	Date of Birth
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Sex: \_\_\_\_ Male \_\_\_\_ Female

## Race/Ethnicity:

\_\_\_\_ **American Indian or Alaskan Native** - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment

\_\_\_\_ **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

\_\_\_\_ **Black or African American** - A person having origins in any of the Black racial groups of Africa.

\_\_\_\_ **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

\_\_\_\_ **White** - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

\_\_\_\_ **Hispanic or Latino (All races)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

\_\_\_\_ **Hispanic or Latino (White race only)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.

\_\_\_\_ **Hispanic or Latino (all other races)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.

## Veteran Status

Have you ever been on active duty in the U.S. Armed Forces?

☐ Yes ☐ No

Dates: \_\_\_\_\_

☐ Vietnam-era Veteran ☐ Disabled Veteran

(Percent of disability: \_\_\_\_\_ %)

## Disability

Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, learning?

☐ Yes ☐ No

Do you have a physical, mental, or other health condition that has lasted six (6) or more months and which limits the kind or amount of work you can do at a job? ☐ Yes ☐ N